

CITY OF BURBANK

DEPUTY HOUSING & REDEVELOPMENT MANAGER

DEFINITION

Under general direction, to coordinate, supervise and manage one or more sections within the Community Development Department's Housing and Redevelopment Division; and to do related work as required.

ESSENTIAL FUNCTIONS

Manages the work of one or more Housing and Redevelopment Division sections and oversees multiple large and complex redevelopment and housing projects; serves as a technical resource for all Division staff; serves as Assistant Community Development Director for Housing and Redevelopment in the Assistant Director's absence; manages and coordinates the planning and implementation of complex redevelopment activities; establishes objectives, priorities and schedules to complete assigned projects; oversees the coordination of all applicable City departments involved in implementation of redevelopment projects; oversees preparation of comprehensive reports and documents; makes presentations before the Redevelopment Agency Board, City Council and public groups; directs field work and data collection for surveys and related project tasks by staff members and consultants; supervises all project activities including preparation of redevelopment plans, disposition and development agreements, maps, presentation graphics, and environmental documents; supervises acquisition and disposition of properties in project areas; coordinates the activities of consultants working for the Redevelopment Agency; negotiates agreements between developers and the Agency; establishes and maintains communication with citizen groups, public officials, consultants, and professional staff to coordinate and effectuate projects; establishes and maintains effective working relationships with City officials, supervisors, fellow employees, developers, and the public; supervises, trains, and evaluates support personnel; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the principles of management; procedures and regulations concerning housing, economic development, and redevelopment programs, including affordable housing and commercial projects; theory, principles, and practices of governmental finance, planning, and real estate; theory, principles, and practices of redevelopment agency financing, budgeting, and cash flow; California Redevelopment Law; basic principles and practices of transportation and planning as they relate to housing and redevelopment; principles and practices of community outreach; principles and practices of sound personnel management and supervision; federal regulations pertaining to Section 8, HOME and CDBG programs.
- Ability to – analyze organizational, financial, and administrative problems and develop effective solutions; communicate effectively both orally and in writing; make effective oral presentations; effectively lead, coach, develop, and motivate staff; review and evaluate employees' job performance and make recommendations for development.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college with major course work in public administration, planning, business administration, or related field and four years of progressively responsible administrative, management, affordable housing, and/or redevelopment experience; two years of the experience must be in a supervisory capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A Master's degree